DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC0405N19

DATABASE ADMINISTRATOR
(SENIOR APPLICATION SUPPORT SPECIALIST)

Opening Date: April 24, 2019   **Closing Date:** Open Until Filled

Salary: $47,892 - $59,865 - $71,838 per year (Minimum – Midpoint - Maximum) *Pay Grade 16

Recruiting For: **Administrative Office of the Courts, Judicial Information Center**

Location: New Castle County **(Please check this location on your application)**

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*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: The Databases Administrator (DBA) is a critical role within the Operations Team for the Judicial Information Center. It is incumbent in this role to support existing databases which house the Courts' critical data as well as support initiatives where existing databases are modified or new databases are built and implemented. Responsibilities of this role include but are not limited to:

- Monitor and maintain database performance including tuning and patching
- Control access permissions and privileges
- Design new databases based on technical and business needs
- Work with vendors regularly and collaborate on system integration
- Establish plans for database growth and storage capacity needs
- Evaluate database security and provide direction on improvements
- Ensure that storage and archiving procedures are functioning correctly
- Plan and regularly test failover and restoration from backups for various applications
- Maintain thorough documentation on existing databases, data standards, backup and restoration procedures, failover procedures

- Research and provide guidance to leadership on new database management systems and tools, software upgrades and changes to industry standards

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified." Resumes may not be substituted for the application.

- At least 5 years of professional experience as a Database Administrator;
- At least 5 years working with Oracle Databases including building, modifying, managing and upgrading Oracle versions. Experience with Oracle 11g R2 and 12c are a plus;
- At least 3 years working with SQL Databases;
- Experience managing multiple databases across production and non-production environments;
- Experience setting up Failover, orchestrating regular testing and verifying the validity of database backups;
- Experience supporting an organization's data 24x7x365 which includes receiving and responding to system notifications, troubleshooting problems, resolving issues efficiently and producing root cause analysis and post mortem reports for issues;
- Experience participating as a project team member and providing technical guidance on requirements, recommending solutions and collaborating with vendors on integration with existing systems;
- Understanding of basic server administration principals and basic networking principals in a Windows environment as it relates to the configuration and support of databases;
- The ability to communicate technical problems in a succinct and simplified way to a large and diverse audience. This includes explanations of what is wrong, how it is being addressed, and a time frame for resolution.

Conditions of Employment:
- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at http://ben.omb.delaware.gov/.

Submitting Your Application: Visit the website at http://courts.delaware.gov/career/ and review the complete job announcement, then click on "apply" next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft© Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: apps.aoc@state.de.us **(preferred method)**
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:

Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801-3700

<u>Attachments to Applications</u>:
- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

<u>Accommodations</u>:
- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer